

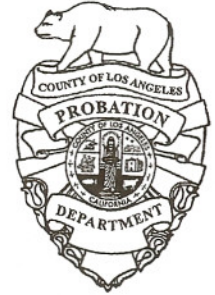


ROBERT B. TAYLOR
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CA 90242

(562) 940 – 2501



June 2, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVAL OF STANDARDIZED CONTRACT WITH COMMUNITY-BASED ORGANIZATIONS TO PROVIDE EMPLOYMENT SERVICES FOR HIGH RISK/HIGH NEEDS YOUTH UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT

(3 VOTES, ALL SUPERVISORIAL DISTRICTS)

SUBJECT

This contract is to provide employment services targeted at probation youths between the ages of 17-18 on a fee-for-service basis under the Juvenile Justice Crime Prevention Action (JJCPA) for the County of Los Angeles Probation Department. Employment Services shall include services that will increase job readiness and job placement/retention with an aim towards increased youth employment that can lead to successful career paths.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Chief Probation Officer to prepare and execute contracts with six (6) Community-Based Organizations (CBOs), fully financed by JJCPA funding, to provide employment services to high-risk/high needs youth in ten (10) service areas in the amount of \$187,934 each, for a term commencing July 1, 2009 through June 30, 2010, by delegating authority to the Chief Probation Officer to negotiate, finalize, and execute ten (10) individual contracts with the six (6) CBOs substantially similar to the attached standardized contract (Attachment 1), after final approval by County Counsel as to form. Funding for these contracts is included in the FY 2009-2010 Adopted Budget.

2. Delegate authority to the Chief Probation Officer to approve the addition or replacement of any agency subcontracting with the CBOs, and to prepare and execute contract amendments to extend the contract term for up to four (4) additional twelve 12-month periods for individual contract amounts not to exceed \$187,934 each contingent on continued legislative funding and approval as to form by County Counsel.
3. Delegate authority to the Chief Probation Officer to prepare and execute modifications to the recommended contracts for any decreases or increases not to exceed twenty-five percent (25%) of the contract amount and/or one hundred eighty (180) days to the period of performance pursuant to the terms of the contract, upon approval as to form by County Counsel. The Chief Probation Officer will notify the Chief Executive Office in writing within 10 business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of the recommended actions is to authorize the Chief Probation Officer to negotiate, sign and execute ten (10) contracts with six (6) CBOs. These contracts will provide employment services that will increase job readiness and job placement/retention with an aim toward increased youth employment that can lead to successful career paths. Successful delivery of employment services would expose participants to pro-social activities, pro-social individuals, and proper workplace behavior.

The current contracts will expire on June 30, 2009. The recommended agencies will provide services in each of the five geographical areas known as Clusters within Los Angeles County as listed below:

Cluster 1

<u>Recommended Agency</u>	<u>Service Area</u>
Soledad Enrichment Action, Inc.	1. Bell/Commerce/East Los Angeles Area
San Gabriel Valley Conservation Corps	2. San Gabriel Valley/Pomona Area

Cluster 2

<u>Recommended Agency</u>	<u>Service Area</u>
South Bay Workforce Investment Board/City of Hawthorne	1. Inglewood/Florence/Culver City Area
South Bay Workforce Investment Board/City of Hawthorne	2. Carson/Compton/Lynwood Area

Cluster 3

<u>Recommended Agency</u>	<u>Service Area</u>
Goodwill Industries of Southern California	*1. Hollywood/Fairfax/Venice Area
Communities in Schools of San Fernando Valley	2. San Fernando Valley Area

Cluster 4

<u>Recommended Agency</u>	<u>Service Area</u>
Special Services for Groups	1. Norwalk/Cerritos/Whittier Area
Special Services for Groups	2. Torrance/Long Beach/Lakewood Area

Cluster 5

<u>Recommended Agency</u>	<u>Service Area</u>
Soledad Enrichment Action, Inc.	1. Glendale/Pasadena/Arcadia Area
Goodwill Industries of Southern California	2. Antelope Valley Area

* No responsive proposals were received for Cluster 3 Area 1. Consequently, the Probation Department is recommending a contract be awarded to Goodwill Industries of Southern California (Goodwill) on a sole source basis to allow the timely provision of services in that service area. Goodwill has the infrastructure, expertise, and experience necessary to provide services immediately as they are currently providing services in Cluster 1 Area 2 and Cluster 5 Areas 1 and 2.

Implementation of Strategic Plan Goals:

The recommended Board actions are consistent with the Countywide Strategic Plan Goal #2, and Children, Family and Adult Well-Being as implementation of the recommendations will enable the Probation Department to continue the coordination and collaboration of integrated services for probation youth and their families.

FISCAL IMPACT/FINANCING:

The cost for each contract is \$187,934, fully funded by JJCPA. Funding for these contracts is included in the FY 2009-2010 Budget. No additional Net County Cost is required to fund the recommended contracts. The contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The scope of work for the contracted services involves providing employment services, including individualized assessments and employment eligibility support services, job readiness training and full-time job placement, vocational training and full-time job placement and employment retention services for Probation youth between the ages of 17-18. The services are intended to increase job readiness and job placement/retention

with an aim toward increased youth employment that can lead to successful career paths. Successful delivery of employment services will expose participants to pro-social activities, pro-social individuals, and proper workplace behavior.

The standardized contract contains all of the most recent required provisions including, but not limited to, non-responsibility and debarment, child support compliance, GAIN/GROW, Safely Surrendered Baby Law, and the provisions of paid jury service time for their employees.

These are Non-Prop A contracts. Consequently, there is no departmental employee relations' issues and they will not result in a reduction of County Services.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts.

In accordance with the Chief Administrative Office memorandum, dated July 19, 2002, the proposed contractors have been instructed to register on WebVen.

The Probation Department will not request the contractor to perform services, which exceed the Board approved contract amount, scope of work, and/or contract dates.

County Counsel has approved the contract as to form.

CONTRACTING PROCESS:

To solicit for these services, a competitive Request for Proposals (RFP) process was conducted. The Probation Department released a RFP for Employment Services on September 26, 2008. Consistent with the RFP process, interested contractors were required to submit a proposal demonstrating their ability to provide the employment services. Approximately 617 solicitation letters were sent to community based organizations; advertisements were placed in the Los Angeles Times, Lynwood Journal, and Eastern Group Publications; the solicitation information and the RFP were also made available through the Internet on both the County of Los Angeles Internal Services Department and the Probation Department web sites.

As a result of the solicitation process, 20 copies of the RFP were provided to potential contractors; 97 contractors registered for the Mandatory Proposer's Conference; and 63 participants representing 46 agencies attended the conference. Twenty-two proposals were received prior to the 12:00 p.m., November 7, 2008 deadline.

The twenty-two (22) proposals were reviewed using an initial screening "pass/fail" process to determine which proposals would be evaluated. The initial screening was consistent with the Selection Process and Evaluation Criteria set forth in the RFP.

Four Evaluation Committees were formed to evaluate the 18 proposals that passed the initial screening process. The Evaluation Committees consisted of Probation staff. Each evaluation committee objectively evaluated the proposals submitted by the following proposers by Cluster / Area.

Cluster 1, Area 1

Hub Cities Career Center Corporation and Soledad Enrichment Action, Inc.

Cluster 1, Area 2

Goodwill Industries of Southern California, San Gabriel Valley Conservation Corps, and Soledad Enrichment Action, Inc.

Cluster 2, Area 1

Soledad Enrichment Action, Inc. and Southbay Workforce Investment Board/City of Hawthorne

Cluster 2, Area 2

City of Los Angeles Community Development Department, Soledad Enrichment Action, Inc., and Southbay Workforce Investment Board/City of Hawthorne

Cluster 3, Area 1

No responsive proposals received

Cluster 3, Area 2

Communities In Schools of San Fernando Valley

Cluster 4, Area 1

Special Service for Groups

Cluster 4, Area 2

City of Long Beach and Special Service for Groups

Cluster 5, Area 1

Goodwill Industries of Southern California, Soledad Enrichment Action, Inc. and The Alta Pasa Community Improvement Center

Cluster 5, Area 2

Goodwill Industries of Southern California

The Evaluation Committees reviewed the proposers' qualifications, approach to provide the required services, and quality control plan and complied consensus ratings consistent with the Selection Process and Evaluation Criteria as set forth in the RFP. The Proposers that were recommended for contracts received the highest overall scores and were rated the most responsive to Probation needs by the Evaluation Committees.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended actions will enable the Probation Department to continue providing employment services to high-risk/high-needs youth.

CONCLUSION

Upon approval of your Board, it is requested that the Executive Officer/Clerk of the Board send a copy of the adopted Board Letter to: The Los Angeles County Probation Department, Attention: Tasha Howard, Director, 9150 E. Imperial Highway, Room B83 Downey, CA 90242.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Robert B. Taylor for".

ROBERT B. TAYLOR
Chief Probation Officer

RBT:TH:CK:gk

Attachment

- c: Executive Office/Clerk of the Board
- Acting County Counsel
- Chief Executive Office